

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1401***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: PERSONNEL ASSISTANT**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide clerical and administrative support relating to general personnel transactions and payroll processing for a department or large division. Duties and responsibilities may vary depending upon department assignment.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Maintains employee personnel and training files; updates employee information, name and address changes, and other data as received; updates salary information and changes; notifies supervisors of changes; retains confidentiality and integrity of employee files.

Prepares and processes forms for new hires, promotions, demotions, physical examinations, training and terminations; prepares change forms for promotions, suspensions, terminations, leave of absence and other personnel related areas; types related correspondence as directed by supervisor; activates and/or deactivates employees in databases.

Types and retains updated job descriptions for staff within assigned department(s); ensures supervisors and/or employees are aware of any changes or updates; files for future use and reference; supplies employees and supervisors with current job announcements; confers with personnel staff regarding certain positions and/or applicants.

Maintains payroll records; prepares employee payroll rosters and worksheets; reviews payroll roster for adjustments; edits and calculates totals; contacts appropriate individual to discuss errors and/or discrepancies; reconciles any discrepancies found; inputs information into computerized databases; completes final payroll reports and submits for check processing; sorts and distributes payroll checks; answers questions regarding checks.

Maintains training records; prepares training rosters; types test questions and grades exams; records test scores.

Creates employee time cards and time sheets; maintains time records; records overtime and enters into database; reviews attendance reports received from various departments; generates schedules; reviews assignment rosters and advises administration of vacancies.

Maintains employee leave information; records any personal, vacation, holiday, military, leave without pay, or other leave used by employees; inputs information into databases; monitors usage and accrual; answers employee questions regarding leave balances and usage; notifies employee and/or supervisor when no balance is available; prints and makes copies of personnel leave summaries as requested.

Monitors employee performance appraisals; notifies supervisors when employee performance appraisals are due; supplies supervisors with appropriate forms to complete; compiles information for disciplinary action; enters information into HR system.

Formulates procedures for retention, protection, retrieval, transfer, and disposal of personnel forms, payroll records, and related documentation.

Provides information on lawsuit and litigation claims; testifies in court on behalf of the City when requested; calculates employee cost incurred.

Assists department management in determining appropriate pay placement associated with promotions, reclassifications, or other status changes.

Researches employee files to identify hire dates, seniority dates, pay supplements, or other personnel/payroll data; verifies information with personnel department.

Composes, types and/or prepares various correspondence, letters, memoranda, spreadsheets, and specialized reports and documents for assigned department; reviews for accuracy and completeness; makes copies and files for departmental use and future reference.

Maintains office supply inventory for assigned division; ensures proper supplies are available for use by employees; orders new supplies to replace depleted inventory when required.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

Greets visitors and answers incoming calls; provides information and or responds to questions; routes calls and visitors to appropriate individual and/or takes messages as required.

Serves as backup to other staff when required; performs duties and responsibilities as they relate to a specific position or assignment.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED required; supplemented by one (1) year previous experience and/or training involving personnel records, payroll, administrative and related; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.